

TO: **ALL ARCHITECTS/ENGINEERS OF RECORD**

FROM: Thomas B. O'Connell, Administrator  
Architecture & Engineering Division  
1520 East Sixth Avenue  
P O Box 200103  
Helena MT 59620-0103

DATE: October 7, 2008

SUBJECT: Selection of Architects/Engineers

Firms interested in being considered for interviews on the projects listed below must submit **two (2) copies per project** of Form 115 to the A&E Division by close of business (5:00 p.m.) on **Thursday, October 30, 2008**. Qualifications received after the closing time will not be considered. Facsimiles or emails of qualifications will not be accepted.

Firms chosen for interviews will be given a preliminary project program and interview questions. They will be asked to present their credentials before selection committees, whereupon a list of three (3) qualified firms per project shall be presented to the Director, Department of Administration, for an appointment in accordance with 18-2-112 MCA.

**Form 115 is available on the A&E Division web site:  
<http://architecture.mt.gov/default.asp>**

If there are any questions regarding the selection process, please contact Contract Officer Russ Katherman at (406) 444-3332 or [rkatherman@mt.gov](mailto:rkatherman@mt.gov).

*The state of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the application and selection process or that may interfere with an applicant's ability to perform the essential duties of the job. In order for the state to make such accommodations, applicants must make known any needed accommodation to the individual project managers or agency contacts listed. Persons using TDD may call the Montana Relay Service at 1-800-253-4091.*

cc: Eakle Barfield, MSU-Billings  
Ed Amberg, Montana State Hospital

**RENOVATE-IMPROVE SUPPORT SERVICES  
MONTANA STATE HOSPITAL  
WARM SPRINGS, MONTANA  
A/E JOB # 29-11-01  
Preliminary Project Budget: \$4,500,000**

This project will renovate the Administrative Annex Building and analyze support services campus-wide with the possibility of modifications to other buildings and campus improvements. The consultant will thoroughly investigate the campus and its functions with an aim to utilize existing buildings and space.

The Administrative Annex building is a three-story, 22,000 sq ft building constructed in the year 1919. The building was originally used as a treatment facility and then converted to administrative use. It has been vacated since the year 2000. The adaptive re-use of the building must retain the essential historic character, provide for handicapped accessibility, and optimize functionality and energy performance.

The consulting team will provide services through construction administration. They will be expected to integrate sustainable design principles and energy conservation measures into the project by completing an energy study that demonstrates the cost effectiveness of measures.

Respondents shall submit fully detailed information to provide the state with all information necessary to confirm qualifications and to demonstrate their team's level of experience in the required fields. Required information includes: qualifications of professional personnel to be assigned to the project; and related experience on similar projects.

For more information contact Joe Triem, A&E Division Planning Manager, at (406) 444-3327 or [jtriem@mt.gov](mailto:jtriem@mt.gov).

**COMMUNITY LIBRARY PLANNING STUDY  
MSU-BILLINGS COLLEGE OF TECHNOLOGY  
BILLINGS, MONTANA  
A/E JOB # 29-07-01  
Planning Budget: \$150,000**

MSU-Billings and the city of Billings are considering a partnership for planning and development of a west-end library on the College of Technology campus in order to accommodate continued urban growth and information needs. The new facility could reach approximately 50,000 sq.ft.

This planning effort will entail close coordination of the needs of the city of Billings' current system and that of the College of Technology. This partnership is intended to provide the College of Technology with much needed space that is open and inviting for students of all ages to use for study, research, assignments, and general reading. Well-designed study space, appropriate seating areas, and small group project areas that would enhance life-long learning experiences are desired. Space for classes, seminars, and small group presentations are to be included along with upgraded technical support. The planning effort will need to closely consider and follow the COT campus-wide master plan for siting, parking, access, and campus/community connections. Interested firms must possess adequate library planning/design experience or provide a consultant that specializes in library projects.

This project involves planning only and no future work is implied or guaranteed. Should full authorization and funding for the project become available, the same design firm selected for this planning process may continue with the entire project without further solicitation at the discretion of the A&E Division and MSU-Billings. However, the A&E Division may choose to perform another selection process to hire a different design team for the full design and construction of the project should authorization/funding be obtained.

For more information contact Eakle Barfield, Facilities Manager, MSU-Billings, at (406) 657-2309 or [ebarfield@msubillings.edu](mailto:ebarfield@msubillings.edu) or Russ Katherman, A&E Division Project Manager, at (406) 444-3332 or [rkatherman@mt.gov](mailto:rkatherman@mt.gov).

[End of RFQ Solicitation]